

## Competition Service Board Meeting Minutes

Victoria House, Bloomsbury Place, WC1A 2EB

Mansfield Room

2<sup>nd</sup> July 2018

16.30 to 17.30

### Board Members:

### In Attendance:

Susan Scholefield (SS)	CS Chairman (via phone)	Ilia Bowles (IB)	CS Director, Operations
Peter Roth (PR)	CAT President		
Charles Dhanowa (CD)	CS Registrar		
Peter Freeman (PF)	CS Member		

### Action/Decision Summary:

Agenda Item	Summary of Discussion	Action	Action Owner
Chair's introduction and declaration of interests	Given that the Chair was only able to join via phone, Peter Freeman chaired the meeting. After welcoming everyone, he requested members to declare any potential conflict of interest with any of the business items on the agenda. None were declared.		
Minutes of meeting of 22 <sup>nd</sup> March 2018	Minutes of the last meeting were discussed and agreed. All actions have been completed.  The new Framework Agreement is still being finalised by BEIS and is expected to be received by CAT/CS in the Summer.	1. CAT/CS to check with BEIS expected date of completion of the new Framework Agreement.	1. Ilia Bowles
Registrar's report on case workload	The Registrar reported on the current state of the Tribunal's caseload and how it has developed over the past few months. The Autumn is expected to be rather busy.		
Report on the Audit and Risk Assurance Committee meeting of 20 <sup>th</sup> June 2018	Peter Freeman reported on the Audit and Risk Assurance Committee meeting of 20 <sup>th</sup> June: <ul style="list-style-type: none"> <li>• Two new members have been appointed to the Committee from the CAT's panel of Ordinary Members and both attended the meeting.</li> </ul>		

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	<ul style="list-style-type: none"> <li>• After reviewing the Risk Register, the Committee felt that, to avoid any misinterpretation, risks should be assessed upon their likelihood and impact, and their rating after amelioration should reflect that. The Register should be updated accordingly.</li> <li>• Internal and external audits have completed satisfactorily.</li> <li>• The Committee was satisfied with the draft CAT/CS Annual Report and Accounts 2017/18.</li> <li>• Some changes were recommended to the CS Whistleblowing policy to ensure a) it covers both the CS and the CAT; and b) it includes fraud as well other offences, i.e. misconduct.</li> </ul>		
Draft CAT/CS Annual Report and Accounts 2017/18	The draft CAT/CS Annual Report and Accounts 2017/18 was signed off.	1. CAT/CS to circulate the final copy of the Annual Report and Accounts 2017/18 to Board members.	1. Ilia Bowles
Director, Operations' report on operations	<p>Accommodation – Discussions continue with BEIS and the Government Property Agency (GPA) to determine the effects of the CMA's decision to invoke the break clause in their lease in Victoria House and move to different premises. Options currently being considered for the CAT/CS are: remaining in Victoria House; moving to an alternative commercial accommodation within twenty minute walk from the High Court; and sharing premises with HMCTS. GPA is seeking a commercial agreement with BEIS to cover their work on the CAT/CS. Negotiations with the landlord of Victoria House about CAT/CS are yet to begin. These should be led by the GPA. The Board expressed serious concerns on this matter.</p> <p>Personnel – A new Caseworker is currently being recruited. A new Referendaire will be recruited in the Autumn.</p> <p>Pay remit – Civil Service Pay Guidance 2018-19 has been issued. This year, departments will be able to make a pay award within the new average range of 1% to 1.5%. As this is not a cap but rather an</p>	<p>1. CAT/CS to keep the Board informed on how the accommodation matter progresses.</p> <p>2. CAT/CS to prepare and submit pay remit to BEIS by end of August 2018 for approval by Ministers.</p>	<p>1. Ilia Bowles</p> <p>2. Ilia Bowles</p>

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	average award, individuals may receive a higher award than this. SCS Pay Guidance has not yet been issued.		
Date of next meeting	The next Board meeting will be held on Wednesday 7 <sup>th</sup> November 2018 at 4.30pm.		
AOB	The Board discussed briefly Peter Freeman’s retirement as a Tribunal Chairman in October 2018 and whether this may affect his appointment as CS member. The end of appointment of 11 members of the panel of Ordinary Members in January 2019 was also discussed.		